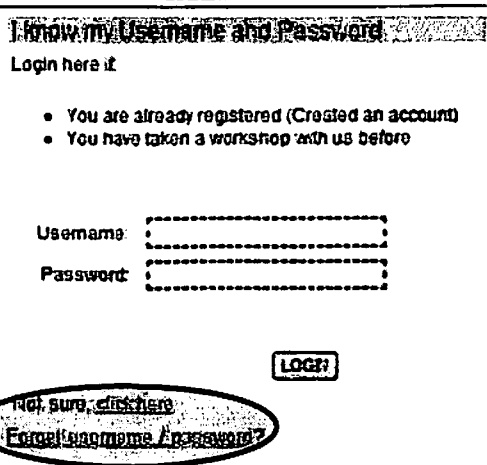
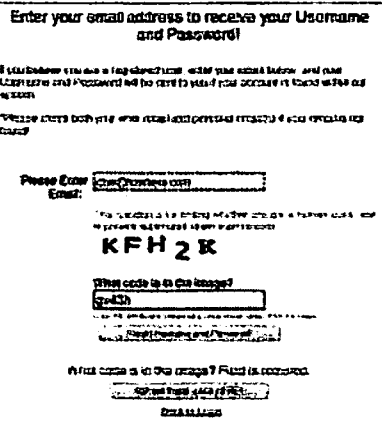


## How to Register for PD (Non-NYCDOE Employees)

1.	Go to <a href="http://pd.nycoit.org">http://pd.nycoit.org</a>	Click the "Registration" link on the left hand side of the page.
2.	On the left-hand side of the page click the link for "Not Sure, Click here"	
3.	On the next page enter your e-mail address. If your e-mail address is listed in Protraxx then the system will send your username and password to the e-mail on file.	
4.	Once you have your username and password follow the directions below.	
5.	If you do not have an account you will need to create one. To create an account just go to <a href="http://newteacher.nycoit.org">http://newteacher.nycoit.org</a> , enter your person information and you are all set. In the "File Number" field please enter the last 7 digits of your SS number. Only NYCDOE teachers are issued "File Numbers"	
6.	Some employees in the NYCDOE might not have account information entered into the system. If this is the case please contact <a href="mailto:ProtraxxSupport@schools.nyc.gov">ProtraxxSupport@schools.nyc.gov</a> for assistance. Please include the following information in the e-mail: first name, last name, assigned school and position.	

### Continued How to Register for PD (Non-NYCDOE Employees)

Once you have retrieved your username and password you will then need to log in.

Go to <http://pd.nycoit.org> and click on the Registration link on the left hand side of the page. Within this box are two entry boxes for your user name and password. Enter your user name and password into their corresponding boxes.

[illegible]

Then click the Login button.

If this is your first time logging in then you will be directed to a screen asking you to finish user registration.

**Finish User Registration**  
 \* a required field

**School Information**

Please select your school or register for the school year:  
 (Select the Borough ID, the Borough within populate the location)  
 (YOU MUST SELECT A LOCATION)

*Borough	- Select Borough -	
*Location	- Select Location -	
*Title	- Select Title -	
*Grade	- Select Grade -	

**FINISH REGISTRATION**

Complete Registration by selecting your borough, location, title, and grade. To select click on the upside down triangle at the right side of each entry box and a list will appear from which you can select whatever applies to you. Make sure you select borough first and then go in order top to bottom because the options will change depending on your previous choices.

Location	1. Street Name & Telephone Number
Time	2. Hours of Service
Class	3. Name of Instructor 4. City of Instruction 5. Name of Method or Program 6. Primary and Secondary Education 7. Training and Experience 8. Special Education
	9. Additional Comments
	10. Agency
	11. Interviewer
	12. Can You Describe:
	13. a. State of English Language Learners
	14. b. Role of Community in Literacy
	15. c. Community's Role in Literacy
	16. d. Community's Role in Literacy
	17. e. Community's Role in Literacy
	18. f. Community's Role in Literacy
	19. g. Community's Role in Literacy
	20. h. Community's Role in Literacy
	21. i. Community's Role in Literacy
	22. j. Community's Role in Literacy
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	39. aa. Community's Role in Literacy
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	136. dt. Community's Role in Literacy
	137. du. Community's Role in Literacy
	138. dv. Community's Role in Literacy
	139. dw. Community's Role in Literacy
	140. dx. Community's Role in Literacy
	141. dy. Community's Role in Literacy
	142. dz. Community's Role in Literacy
	143. ea. Community's Role in Literacy
	144. eb. Community's Role in Literacy

**When you are done click the Finish Registration button, you are now logged in.**